# Tenure Conversion

**Introduction**

In EHRP, there are several routine HR functions that are automated. One function of this type is the Tenure Conversion function. This section describes what the system requires to perform this function and how to use the information that the system provides.

**Requirements**

To enable EHRP to run automatic actions, the required position and employee data must first be set up. In order for the conversion actions to occur, the **Service Conversion Dates** must be entered on the **Employment 1** page and the **Reports To Position** and the **Tenure Status** must be completed on the **Employment 2** page.

**Information**

The Tenure Conversion Automatic Action will identify employees who will reach their conversion date within 60 days.

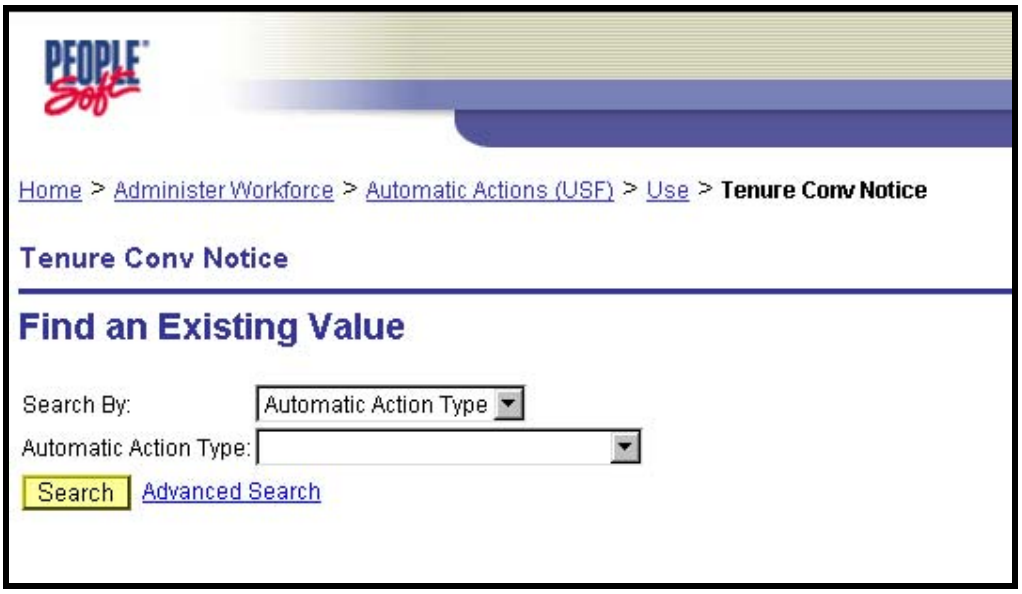
The following details the steps the user can use to review the list of employees the system has identified as approaching their tenure conversion date.

**1**

Follow the navigational path:

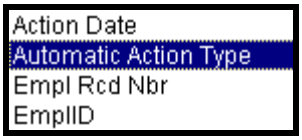
Home ➔ Administer Workforce ➔ Automatic Actions (USF)➔
Use ➔ Tenure Conv Notice

The following page appears:



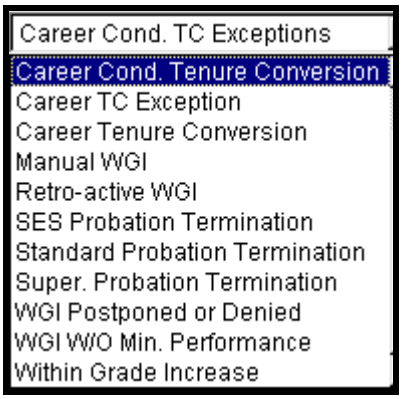

**2** Select which search criteria to use from the Search **By** dropdown menu.

The **Search By** field contains the following possible values:




**3** Select the **Automatic Action Type** from the dropdown menu.

The **Automatic Action Type** field contains the following options:




**4** Click Search.

The page will list the names of employees who meet the search criteria and are eligible for conversion. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.